**Chrome Cart Procedures and Usage**

**General Information:**

1. Each cart contains 32 Chrome books.
2. Students will be allowed to transport the carts, but it must be two students.
3. Charging – the chrome books have a 7-8 hour battery life. It should not be necessary to reconnect the chrome books to the power cords in between classes. They will charge in the library every night.
4. No matter what your classroom policy normally is, there is to be no food or drink around the chrome books. This includes water.
5. No chrome carts with Guest Teachers.

**Checkout Procedure:**

1. The Chrome carts will be checked out using the lab calendars in Google. The calendars are set up under “resources for oakridgeschools.org” when you “browse interesting calendars”…refer to the Google Calendar help form on the library website.
2. The Chrome carts must be returned to the LMC every day, even if using for more than one day.
3. Please be prompt in returning the carts at the end of the school day. We can get really busy in the library after school and we need to process each cart as it is returned.

**Prior to Using the Carts:**

1. Each student in the classroom must be assigned a number 1-32. This means that in some large classes, two students in each class may have the same number assigned to them.
2. Teachers must have a record of which student is assigned to which chrome book by hour. Teachers can create their own form to use for this purpose or use the provided *Chrome Cart Distribution Form*. Regardless of the form used, it must include the name of the student, the chrome book # (i.e. “MS-CB2-06”), the date used, and the student’s initials verifying his/her use of that Chrome Cart on that date.
3. While this form will not be turned in every time a chrome cart is used, it must be kept by the teacher and be accessible to the technology staff if necessary to track user generated issues.
4. Students must be instructed to use their assigned number of chrome book each time a mobile cart is used in class.
5. Since a student’s chrome book number will vary from class to class, have the students record their number per hour in their planner.
6. Any alteration to this must be noted by staff member. If a chrome book is out for repair, then please note the temporary number assigned to the student.

**Using the Chrome Books:**

1. At the beginning of the day, the chrome books will be plugged into the cart. To speed up distribution and prevent damage to the power cords, disconnect each chrome book from its power cord. The power cords are all attached to the cart so only a short piece will be left dangling.
2. Have the students approach the cart in small groups, number order, or another systematic method. You might want to have a couple students stand at the cart and hand them out.
3. As students take their chrome book, they are to initial the *Chrome Cart Distribution Form* by their name as a confirmation that they have taken the chrome book assigned to them.
4. Please explain to students that they are responsible for all activity/use of the chrome book assigned to them. Students need to report any physical problem with the chrome book at the start of the class period or they will be considered responsible for the problem. Things that should be considered a physical problem – a key that doesn’t work, keys popped off or relocated. Display not being the standard one, icons inverted, etc.
5. Remind students not to pick up the chrome books by the open screen or twist the screen. They will crack and the chrome book will be ruined.
6. Students need to “sign-out” of the chrome book after each use or the next person to use it will have access to their account. To sign out, students just need to hold the power button for 2 seconds. If students just fold the screen down, it will not sign them out.

**Returning the Chrome Books to the Cart:**

1. Reserve sufficient time at the end of each class period to that each chrome book can be checked and returned to the cart according to number.
2. The teacher must be involved in the check in process at the end of each class period. Teacher diligence is essential for maintaining the chrome carts for use in years to come.
3. The chrome books must be placed in the proper number slot and the sticker label must be on the outside. This makes it easier to know if there is any missing.
4. Verify that all chrome books are in the cart prior to dismissing class.

**Returning the Chrome Carts to the LMC:**

1. Reconnect the chrome books to the power cords before closing the cart.
2. Complete the Chrome Cart Issues Reporting Form if there was a problem. This must be returned with the cart to either Erica or Denise at the end of the day. If there are no problems to report, write no issues on the form and sign it.
3. Return the Cart to the LMC.

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